

**CHANGE**

DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

2000.1A CHG 1

5/15/70

Cancellation

Date: ~~After~~  
filing

**SUBJ: MONTHLYbWORKLOAD REPORT (RIS: GC 2000-1)**

PURPOSE: This Change revises Order 2000.1A, Monthly Workload Report. Under the various broad categories of functions, it subdivides #4 into 2 categories: "Rules and Interpretations" and "Legislation."

PAGE CONTROL CHART

Remove Pages

Dated

Insert Pages

Dated

5 thru 8

4/31/69

5 thru 8

5/15/70

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32748

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Initiated By:

GC-30



filled after the attorney receives his appointment regardless of his subsequent leave status during any particular month.

For the various broad categories of functions, subdivided into their components parts, indicate under the "man-hours" column the total number of "man&hours" spent during the , month on the particular function. Also indicate the number of cases or matters involved under the "number" columns.

1. \*'General Legal Services' includes activities, referred to as "house counsel functions" including \*administrative legal opinions involving subject matters which cannot readily be classified under any of the specifically named categories; federal and state problems ; inter-agency agreements, other than reimbursable agreements ; registration and **recordation** problems; directive clearances; land matters ; such as condemnation, but excluding all airport land matters; noise matters; state legislation problems, "obstruction evaluation matters and informal airspace hearings," and aviation war risk insurance matters.
2. "Airports" includes all work performed on **FAAP batters**; airport compliance problems requiring legal input; surplus property (airport) matters; and other airport problems.
3. "Procurement" includes all work performed in the procurement area ; including reimbursable agreements, with other government agencies, and any matter involving patents and labor problems associated with procurement contracts.
- \* 4. "Rules and Interpretations" includes all time expended on drafting, coordination, and meetings which involve federal rule making and the decentralized function of airworthiness directive (AD) preparation. This category includes time spent on preparing interpretations or other opinions involving rules which are of a general nature and not associated with a specifically named category. \*

5. "Tort Claims and Litigation" includes all time expended ~~on~~ preparation of opinions, meetings and sign-offs, associated with tort claims; claims incident to federal service under Public Law ~~88-558~~; time expended in tort litigation, both that involving the government as a party and litigation between private parties, when the government has an interest or becomes involved by reason of a need for agency personnel as witnesses, and for documentary evidence or other information in the custody of the agency. It includes litigation in all other areas, except enforcement, in which the agency is a party or has a direct interest or furnishes testimony or documentary evidence. Handling of requests for release of information is also included in this category.
6. "Accidents" includes all time associated with an aircraft, automobile or other accident, including participation by attorneys during the investigation phase, hearings and depositions, preparation of legal opinions, or such other participation as may be ~~required~~.
7. "Enforcement" includes all work connected with the handling of the enforcement program of the agency, including legal review of cases; civil penalty letters, acceptance letters and all pleadings involved in certificate actions; representation of the agency at administrative hearings or trials in district court where FAA legal participation is appropriate; and all legal ~~advice~~ rendered, opinions written or interpretations given in a specific enforcement case. (Interpretation in general not associated with a case should be placed under "Rules and Interpretations"). This category does ~~not~~ include preparation of policy and procedures in the enforcement area, this being a function under managerial functions,,
8. "Personnel Matters" includes any legal services provided to agency officials associated with

personnel legal matters including the preparation and review of correspondence, statements, letters of charges; representation of ~~deciding~~ officials at adverse action hearings, both agency and Civil Service ; such post-case activities as may be associated with this category, including legal advice to appeal officials in adverse action cases; conflict of interest matters under Part 199, and legal determinations under Public Law 83-737..

9. '\*Managerial Functions\*\* includes the following functions:

"Planning-Programming-Budgeting." This involves the detailed planning of work to be done the following year; the translation of these plans into a proposed budget with the preparation of related justifications; the ~~re-planning~~ or programming necessary to translate an approved budget into plans and project schedules. This sub-category includes conferences, guidance given to attorneys, review of their efforts, and all required coordination. It includes both ~~re-programming~~ during the year and work on the agency five-year plan.

\*'Evaluation." This sub-category consists of regional evaluation of legal operations by office ~~review~~ of work product, either in detail or through sampling, preparation of findings where appropriate, including recommendations for improvements, and all related travel.

"Policy Interpretation and Procedure Development." This includes headquarters , regional, and ~~area~~ review of higher headquarters proposed directives and suggestions to them of policy changes; advice to areas on intent or application of 'prescribed national policies and directives; preparation of needed regional or area procedures, methods, or work instructions, including those required to supplement national procedures .

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